



Property Pass
Division Authorization for Offsite Use – Form
“Administered at Division Level”

Division Tracking Number _____

Issue Date _____

This form provides Division authority to grant offsite use of property for business use by LBNL career employees. The original signed document must be retained by the Division Property Representative and available for audit. Photo and affidavit verification are required for items that cannot be scanned during lab-wide inventories.

Employee Name: _____

Employee ID#: _____

LBNL Tel: _____

Alt Tel: _____

Supervisor: _____

LBNL Tel: _____

Purpose: _____

☐

Telecommute

☐

Take on Travel

☐

Offsite Research

Item Description	Property #	Serial #	Offsite Location

I certify that the item(s) listed will be used solely for LBNL business and protected from damage or loss.

Employee Signature: _____

Supervisor Authorization

Print Name_____
Signature_____
Date

Steward Division Authorization (if different from custodian)

Print Name_____
Signature_____
DateWallet Pass card issued ☐Property Representative Initials ☐